## St. Mary's County Department of Aging & Human Services RSVP Volunteer Time Sheet

## **Volunteer Hourly Report Form**

(Please use a separate form for each station)

Name:	Station:		
	(Please use a separate sheet for each station)		
Please record volunteer hours monthly.	DATE and ACTIVITY	HOURS SERVED	* MILES
Fimesheets are due to the RSVP office monthly unless other arrangements are made.			
Please mail or email timesheets to:			
St. Mary's County RSVP P.O. Box 653			
41780 Baldridge Street Leonardtown, Maryland 20650			
RSVP@stmaryscountymd.gov			
Both the volunteer and the station supervisor must sign time sheets.			
Volunteer Signature			
Station Supervisor Signature			
Thank you wary much for			
Thank you very much for volunteering for RSVP!			
To the transfer and the			
If you need additional timesheets or have any questions, contact the RSVP Office at			
301-475-4200 ext. 1653 or 1650			
RSVP@stmaryscountymd.gov www.stmaryscountymd.gov/aging	Totals		

<sup>\*</sup> Miles are not required. We will send a letter in January with an accounting for your records.